



DEVELOPMENT APPLICATION

Development Applications are required for all matters that require Development Review Committee or Board of Adjustment Review.

Section 1: General Application Requirements
Section 2: Schedule of Application Fees

Section 1: General Requirements

Application #: _____

Project Name: _____

INSTRUCTIONS: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable).

DEVELOPMENT REQUEST – Check one type ONLY (Use separate applications if applicable)		
<input type="checkbox"/> Abandonment/Vacation of Right-of-Way or Easement (DRC) <input type="checkbox"/> Administrative Variance (AV) <input type="checkbox"/> Appeal of Administrative Interpretation (BOA) <input type="checkbox"/> Annexation (PC) <input type="checkbox"/> Comprehensive Plan Text Amendment (PC) <input type="checkbox"/> Conditional Use Permit (PC)	<input type="checkbox"/> Development of Regional Impact DRI <input type="checkbox"/> Land Use Plan Map Amendment (PC) <input type="checkbox"/> Master Plan Development (DRC) <input type="checkbox"/> Plat (DRC) <input type="checkbox"/> Plat Waiver (DRC) <input type="checkbox"/> Rezoning (PC)	<input type="checkbox"/> Side Walk Café Permit (DRC) <input type="checkbox"/> Site Plan (DRC) <input type="checkbox"/> Special Exception (BOA) <input type="checkbox"/> Variance (BOA) <input type="checkbox"/> Zoning Code Amendment (PC) Other _____

DEVELOPMENT/PROJECT NAME:	
DEVELOPMENT/PROJECT ADDRESS OR LOCATION:	
Legal Description (<i>attach separate sheet if necessary</i>):	
All Tax ID Folio Numbers:	
<i>Project Narrative (Brief description)(Please attach as a separate sheet)</i>	
Residential Use(s)/Unit Type(s):	Site Area (sq. ft. & acres):
Number of Residential Units:	Existing Zoning Designation(s):

Non-Residential Use(s) (Type & sq. ft.):	Proposed Zoning Designation(s):
Current Use(s) of Property:	Existing Land Use Designation(s):
Proposed Use(s) of Property:	Proposed Land Use Designation(s):
Is the property platted? OR Book & Page: Plat Name: Is the property an existing legal lot of record? If No, please explain.	Will the plat be affected by this application? If yes, please explain. Is the property the subject of Code Enforcement Action? If yes, Code Enforcement Case No.:

PROPERTY OWNER NAME:		PROPERTY OWNER SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
(Signature of Notary Public – State of Florida)			
_____ (Print, Type or Stamp Commissioned Name of Notary Public)			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

CONTRACT PURCHASER NAME:		CONTRACT PURCHASER SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Copy of executed contract			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____ The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____ <u>(Signature of Notary Public – State of Florida)</u> <u>(Print, Type or Stamp Commissioned Name of Notary Public)</u> Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

TENANT NAME:		TENANT SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Copy of executed lease			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____ The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____ <u>(Signature of Notary Public – State of Florida)</u> <u>(Print, Type or Stamp Commissioned Name of Notary Public)</u> Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

AGENT'S NAME:		AGENT'S SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
Will the applicant be represented by an attorney at public hearing(s)? <input type="checkbox"/> Yes (please provide contact information): <input type="checkbox"/> No			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____ The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____ <u>(Signature of Notary Public – State of Florida)</u> <u>(Print, Type or Stamp Commissioned Name of Notary Public)</u> Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

FOR CITY STAFF USE ONLY		
<input type="checkbox"/> Application Fee: \$ _____ <input type="checkbox"/> Mail Public Notice Required <input type="checkbox"/> Sign Public Notice Required Application Complete: YES ___ NO ___	<u>SUPPORTING DOCUMENTS RECEIVED</u> <input type="checkbox"/> Proof of Ownership <input type="checkbox"/> Warranty Deed <input type="checkbox"/> Letter of Consent <input type="checkbox"/> Project Narrative <input type="checkbox"/> Section 2 Required Submittal Documents	APPLICATION NO: _____ INTAKE DATE: _____ RECEIPT NO.: _____
RECEIVED & REVIEWED BY: _____		
COMMENTS: _____ _____ _____ _____ _____ _____ _____		

Additional comments:

****Please note that all incomplete applications submitted will be discarded after 60 days from date of submittal without notice.****

Zoning Services Fee Schedule

Service/Application	Fee
Administrative Site Plan Review	\$300
Administrative Variance	\$250
Additional Variance Requests	\$120
Applicant Appeal	\$120
Appeal by an Aggrieved Party	\$250
Certificate of Use	\$100
Continuation of a Board of Adjustment Item	\$120
Copies of Zoning Map	
Large Map	\$ 30
Small Map	\$ 15
Zoning Permit and Registration of Floating Vessel Platforms and Hydro-Hoists	\$100
POD Application and Permit	\$25
Publishing/Noticing (all BOA items)	\$250
Sidewalk Café Permit (to DRC) w/ applicable fees	
1 st Year Permit	\$120
Annual Renewal of Café Permit	\$ 75
Signs (Public Notice)	\$ 60
Site Plan Review (DRC)	
Triplex or Multifamily Residential	\$400 plus \$25/unit
Existing structures (re-use/new use)	\$500 plus \$25/1,000 s.f.
New Development	\$600 plus \$50/1,000 s.f.
Mixed-use Development	
Combination of new development	\$600 plus \$50/1,000 s.f. non-residential use
fee, plus (if applicable)	plus \$25/unit
Multi-family fee	
Revision to Site Plan	\$100
Special Exception	\$500
Special Event/Grand Opening Sign or Banner	\$ 50
Special Event Sales Permit	\$ 50
Telecommunications Review Fee (new towers and antennas)	\$1,500
Tree Removal Permit	\$75/tree and \$25/ea. additional tree
Variance	
Commercial	\$500
Residential	\$250
Yard Sale Permit (2 x per year allowed)	\$ 10
Zoning Letter (simple)	\$100
Zoning Letter (with research/analysis)	\$200 plus \$75/hr and document copy fees
Copy machine and print copies	\$0.15/page
Full Size Plan copies (cost to city/or a minimum base fee of \$35) plus administrative fee	\$20.00 administrative fee

****Please note that all application fees submitted are non-refundable.****